



PO BOX 1010  
Tucker, Georgia 30085  
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E-Fax: 1-928-438-9879  
Roommate Addition Request: [apps@scorepropertymanagement.com](mailto:apps@scorepropertymanagement.com)  
General Information: [info@scorepropertymanagement.com](mailto:info@scorepropertymanagement.com)  
Applications & Request forms can be found at  
[www.scorepropertymanagement.com](http://www.scorepropertymanagement.com)

## **ROOMMATE ADDITION REQUEST**

Roommate Requesting Add: \_\_\_\_\_

Requested Move in Date: \_\_\_\_\_

Rental Address: \_\_\_\_\_, Georgia \_\_\_\_\_

Current Tenants: 1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_

Lease Start Date: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

By signing below I \_\_\_\_\_ agree to and understand that I am submitting a request to be added to the lease for \_\_\_\_\_ Property I agree and understand that I must be approved in writing and must have paid all application and administration fees prior to moving into the property. I further agree that should I not be approved in writing or my application is declined I cannot move into or otherwise occupy above property as an occupant or otherwise. I agree and understand that all application fees and administration fees are non refundable. I also understand and agree that should I be approved I shall pay a \$100.00 Non-Refundable Administration Addition fee made payable to: Score Real Estate & Property Management upon written approval of application to cover the administration cost of an addition to the current lease and processing. I understand and agree that these fees shall be due and payable prior to the addition being granted and must be paid by online, certified funds or Postal Money Order ONLY. I understand and agree that this is not a guarantee of approval or acceptance nor constitutes an agreement for a lease as a Roommate and/or tenant and must meet and complete all verification and qualification paperwork as any new applicant is required. I agree and understand that I must have a written approval from Score Property Management & Real Estate on behalf of Emory to be fully approved for occupancy. I also understand that I am not authorized to promise or transfer any portion of an approval to lease to any "new" or "old" occupant, tenant, roommate or any other party. Only Score Real Estate & Property Management is authorized to lease any portion of Emory University property or assign authorization. I also agree to and understand subletting is not allowed and constitutes a default of lease terms. I agree that the current Security Deposits held by Score will not be refundable to me as an occupant whom was added after the original lease term and I must make arrangements with the current Lease Holders to pay and obtain any portion owed at the end of the lease termination date should I be added to the current lease. Security Deposits are only refunded at the end of a lease term within 30 days of lease end date. Please see security deposit information in the Tenant Handbook for Security Deposit Procedures. This notice with your original signature must be mailed to: PO BOX 1010 TUCKER, GA 30085 C/O New Roommate with All application fees, completed application, verification and qualification forms in order to be processed. I further agree and understand process can take up to 10 days.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date